



**SPECIAL CITY COUNCIL WORKSESSION
RICHFIELD MUNICIPAL CENTER, BARTHOLOMEW ROOM
JANUARY 24, 2017
5:45 PM**

Call to order

1. 5:45 p.m. - 6:15 p.m.
Discussion regarding 66th Street Reconstruction Public Information Plan (Council Memo No. 8)
2. 6:15 p.m. - 6:30 p.m.
Discussion regarding Human Rights Commission Survey Results (Council Memo No. 9)

Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.

CITY OF RICHFIELD, MINNESOTA
Office of City Manager

January 19, 2017

Council Memorandum No. 8

The Honorable Mayor
and
Members of the City Council

Subject: 66th Street Reconstruction Public Information Plan

Council Members:

At the January 24, 2017 City Council Worksession, Hennepin County staff will provide an overview of their plan for outreach and communications during the 66th Street Reconstruction Project.

Hennepin County, along with their consultants, will be leading the construction and have coordinated with City staff in the development of a Public Information Plan (attached) for the project.

In addition to the County's Public Information Plan, the City will implement supplemental communication efforts that have been used successfully on past projects, including YouTube videos and Facebook posts. City staff will also work closely with the Public Safety and Fire Departments to keep them informed of construction activities and road closures.

Background/Timeline

The 66th Street Reconstruction project consists of the total reconstruction of 66th Street from Xerxes Avenue to 16th Avenue and includes the replacement of all city utilities. Construction will begin in 2017 and is expected to end in 2019.

Please contact Kristin Asher, Director of Public Works, at 612-861-9795 with questions.

Respectfully submitted,



Steven L. Devich
City Manager

SLD:mp
Attachment
Email: Assistant City Manager
Department Directors

66th Street (County Road 53) Reconstruction



CP 1011

Public Information Plan

January 2017



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Appendix A: Communications/outreach overview and schedule

Appendix B: City of Richfield communications overview

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Introduction

Hennepin County, in coordination with the city of Richfield, is reconstructing CSAH 53, also known as 66th Street and County Road 53, between Xerxes Avenue South and 16th Avenue South. This roadway has a high volume of traffic and the corridor includes a mix of residential and commercial properties. The new roadway design will address pavement deterioration, utility and drainage concerns, storm water quality and non-motorized accommodations. Reconstruction is scheduled to begin in fall 2016 and conclude in spring 2019.

Public information plan

Public information is a vital component of any construction project, especially one that is located in an urban area. Concerns from area businesses and residents — and from the traveling public including pedestrians, bicyclists and motorists — need to be addressed in an efficient, timely and cooperative manner.

The public information plan is a guiding document that addresses general efforts to support the following outreach and communication goals for the project:

- Ensuring that the information related to construction activities, impacts and milestones is made available to the public in a timely, clear and effective manner.
- Ensuring that public questions and concerns are responded to, addressed and resolved.
- Maintaining and strengthening the relationship between Hennepin County/the project team and project stakeholders.

Development of the public information plan was led by Hennepin County with the input of the City of Richfield. It is modeled after similar public information plans the county has used for multi-year reconstruction projects. Input as it relates to this project was gathered through the county's outreach efforts during the planning and design phases, including community open houses and discussions with city officials and staff.

In addition to their own experiences with various construction projects, both the City of Richfield Public Works staff and the communications consultant team for the reconstruction project (Zan Associates) were able to provide input based on recent construction experience as it related to the 2015-17 Metropolitan Council Environmental Services sewer rehabilitation project on the corridor. Familiarity with the corridor assisted in identifying the communications goals noted above and identifying outreach methods, such as utilizing a variety of communications tools to best reach diverse stakeholder groups.

Messaging

Key overall messages that the project intends to convey include:

- This is a county project, constructed in coordination with the city of Richfield.
- The purpose and need for the project, and the project's benefits to the community, which include:
 - Reconstructed pavement and utility improvements
 - Safety improvements, such as raised concrete medians and two-way continuous left turn lanes to provide traffic separation
 - Enhanced bicycle and pedestrian facilities, providing a more welcoming corridor for various modes of travel
- The project schedule, progress, and potential impacts
- Availability of project resources and contacts to provide assistance during construction, including:

- The project website: www.hennepin.us/66street
 - The project email: 66street@hennepin.us
 - The project hotline: 612-444-3186

Key project stakeholders

General users

- Area residents and property owners, particularly those on and within a one-block distance from the corridor (approximately 3,100 residences)
- Community groups
- Motorists
- Bicyclists/bicycle groups
- Pedestrians
- Delivery and courier services
- Commercial vehicle operators

Businesses

- Business owners, employees and customers for individual businesses as well as property management groups for large business centers, such as:
 - Richfield Hub Shopping Center
 - Southdale Shopping Center
 - Southdale Square
 - Cedar Point Commons
 - Woodlake Centre
 - City Bella
 - Market Plaza
- Business groups
 - Richfield Chamber of Commerce
 - Penn Central

Emergency response and transit

- Emergency response agencies/companies including police, fire and ambulance services
- Metro Transit/transit users
 - Metro Mobility

Utilities

- Private utility providers
 - AT&T
 - ARVIG
 - CenterPoint Energy
 - Xcel Energy
 - CenturyLink Communications
 - Comcast
 - Windstream
 - Zayo

Education

- Public and private school districts
 - Richfield School District 280
 - Academy of Holy Angels
 - Blessed Trinity—Nicollet Campus
 - Flex Academy

Government agencies

- Cities of Richfield and Edina
 - Public Works
 - Communications
- Minnehaha Creek Watershed District
- Metropolitan Council Environmental Services
- Minnesota Department of Transportation

Elected officials

- Hennepin County Commissioner Debbie Goettel
- Richfield City Council
 - Mayor TBD
 - Councilmember Michael Howard
 - Councilmember Pat Elliott
 - Councilmember Edwina Garcia
 - Councilmember Maria Regan Gonzalez

Others

- Faith communities and social gathering spots
- Media
- Advocacy groups
- Project team

Additional groups and key individuals will be identified as communications outreach and construction progresses and included in future updates to the public information plan.

Public information team

The public information team will be established to serve day-to-day communication needs and respond to all questions and concerns. The public information team will employ various methods for communicating with project stakeholders – some of whom are listed below – depending on their information desires and construction impacts. The public information team will consist of a public information manager, a public information coordinator, a business liaison and a visual and electronics communications specialist:

Public information manager: Bre Grand

The public information manager will oversee the team and provide experienced and strategic advice to all aspects of construction communications.

Public information coordinator: Ashley Osteraas

The public information coordinator (PIC) will serve as a day-to-day communications and outreach representative for the project. The PIC will work closely with Hennepin County staff, the consultant team, construction contractors and City of Richfield staff to remain knowledgeable about various construction activities and associated impacts to stakeholders. Key activities of the PIC include:

- Attending weekly project meetings
- Communicating informally with project personnel
- Developing communication products such as website content, weekly email updates, flyers, news releases, letters and notices for individual property owners and businesses
- Organizing community meetings
- Monitoring the project hotline and email inquiries, responding to inquiries and preparing project reports

Business liaison: Angela Klein

Business outreach will be an essential component of effective project communications. With several large business centers, dozens of commercial property managers and more than one hundred individual businesses throughout the project area, it will be important to have a dedicated business liaison as part of the public information team. The business liaison will primarily:

- Conduct door-to-door outreach and meetings with all businesses in the project area and collect individual business contact information
- Collect information about specific business access or other needs, hours of operation, issues or concerns, etc., and work with the project team to help resolve any potential issues
- Communicate about “survive and thrive” and resources for businesses (including Open to Business services)
- Connect with and provide updates to business chambers and associations
- Coordinate business meetings
- Assist the PIC in answering and responding to business inquiries and issues
- Assist the PIC with other public communications or outreach tasks as needed

Visual and electronics specialist

The visual and electronics specialist will primarily:

- Provide easy-to-understand visuals (such as maps) and graphics for outreach materials, as well as assist with electronic communications and video production
- Assist with the electronic communications by reviewing the project website and social media, providing updates or recommendations to improve these communication tools; and ensure that all posted website materials are accessible for the visually impaired

Project team contacts

The public involvement team will work in close coordination with primary project team contacts from Hennepin County, Bolton & Menk, Ames Construction and the City of Richfield.

The public involvement team will specifically involve the county's construction and communications teams. This will ensure accuracy, consistency, proper distribution and messaging that meets county standards.

Name	Organization	Role	Phone/Email
Zach Rothstein	Hennepin County	County project manager	612-919-9759 Zachary.rothstein@hennepin.us
Maury Hooper	Hennepin County	Project design	612-596-0396 Maury.hooper@hennepin.us
Colin Cox	Hennepin County	Transportation communications	612-596-7426 Colin.cox@hennepin.us
Dan Lonnes	Bolton & Menk	Project manager	612-756-2693 danlo@bolton-menk.com
Kyle Johnson	Bolton & Menk	Project engineer	612-756-4339 Kylejo@bolton-menk.com
Gary Garr	Bolton & Menk	Project inspector	612-599-9741 garyga@bolton-menk.com
Bre Grand	Zan Associates	Public information manager	952-393-4685 bgrand@zanassoc.com
Ashley Osteraas	Zan Associates	Public information coordinator	612-910-6079 aosteraas@zanassoc.com
Angela Klein	Zan Associates	Business liaison	612-719-4024 aklein@zanassoc.com
Alex Magee	Zan Associates	Visual and electronics specialist	952-215-2781 amagee@zanassoc.com
Rob Gullickson	Ames Construction	Project manager	612-741-8797 robgullikson@amesco.com
Mike Petersen	City of Richfield	Utility engineer	612-861-9798 mpetersen@cityofrichfield.org
Liz Finnegan	City of Richfield	Engineer	612-861-9793 efinnegan@cityofrichfield.org
Jeff Pearson	City of Richfield	City engineer	612-861-9791 jpearson@cityofrichfield.org
Logan Vlasaty	City of Richfield	Engineer	612-861-9789 lvlasaty@cityofrichfield.org

Public outreach methods

The following information summarizes communications methods and protocols in relation to anticipated construction impacts and identified stakeholders at the start of construction.

Informational materials and tools

All materials developed will be written using plain language guidelines and approved by Hennepin County. Any materials developed that may be posted on a website will be in an accessible format, in compliance with the Americans with Disabilities Act.

Initial informational materials and tools will be developed in preparation for construction and to convey the project schedule; motor vehicle, bicycle and pedestrian impacts; residential and business impacts, contact information, etc.

Information will be tailored to the audience as well as the area as appropriate, due to the project staging (east and west ends in 2017, and the central area of the project in 2018).

Informational materials to highlight from the communications plan include:

- **Project contact card:** Includes the main project phone number, email address and project website. The contact card will be available for stakeholders, as well as for staff on site to have on hand in the field for distribution as needed.
- **Informational flyer templates:** General flyers for various activities will be developed for project team approval in advance, allowing for a quick turnaround time during construction. Such flyers may include information about tree removal, utility disruptions, driveway closures, etc.
- **Project visualizations:** Visual graphics will be used to communicate project information to all stakeholders. Visualizations conveying information such as project staging, illustrating the new street design, etc., will provide an effective tool for easily communicating information to a broad audience, especially low-literacy or non-English speaking communities.
- **Project branding:** Branding will be created for this project prior to construction to maintain a consistent project look and identity for all audiences.
- **Detour and other project maps:** Maps will convey staging and closure information, along with detours for motorists, bicyclists and pedestrians. Maps can be customized to individual areas/businesses as needed or upon request.
- **Media-ready materials:** Graphics and content about the overall project and construction milestones will be developed and provided to the media, including the Sun Current

newspaper. The distribution of content to the newspaper and any newspaper or other media inquiries will be managed by Hennepin County staff.

- **Project display:** An informational display will be developed for use throughout the project at neighborhood events. The display board will include general information so that it can be used throughout the life of the project.
- **Project newsletters:** A project newsletter will be developed in advance of staging changes and project open houses, to be mailed to stakeholders within a one-block radius of the project area. The newsletter will contain information such as traffic changes and detours, updated project progress and schedule information, project contact information and any upcoming events. The newsletter will use the Hennepin County template and will be converted into an accessible format for posting to the project website.
- **Project website:** The existing project website, www.hennepin.us/66street, will be promoted on all project materials as the main mode of obtaining information and answering questions about construction. Web content will be consistently developed and coordinated with Hennepin County staff to ensure that construction information on the project website is as up-to-date as possible. Coordination with local agencies will occur in order to provide website links and construction information on their respective websites. The project website will provide detailed project information usable by a variety of audiences, including commuters, businesses and residents.
- **GovDelivery updates:** Project email and text updates sent through GovDelivery will be used as a primary method for keeping the public informed of project progress, traffic changes, or other pertinent information. Project email updates will be developed by the PIC following the weekly construction meetings. The updates will be reviewed by Hennepin County staff. A special effort will be made initially and throughout the project to develop and maintain an extensive email list for these updates, particularly including businesses or residents likely to be impacted by construction.
- **Social media:** Hennepin County maintains several social media accounts through platforms including Facebook, Twitter and YouTube. Public notifications such as upcoming events and traffic changes will be provided by the PIC to Hennepin County communications staff in a format appropriate for each platform. Any public inquiries about the project received through county social media accounts will be forwarded to the project public information team for response and resolution.

Outreach activities

Outreach activities will be defined as the project progresses. The following is a brief overview of anticipated outreach activities:

General outreach

- **Public meetings:** The public information team will plan, coordinate and staff public meetings. It is anticipated that open houses will be held in spring 2017 and spring 2018, prior to each season of major construction. Public meetings will be advertised through a variety of methods, such as email updates, a project-wide newsletter mailing, website and social media posts, news releases, posting flyers at public locations, etc.

- **Sidewalk meetings:** These are regular (initially planned to be bi-weekly) meetings held in the community where there are upcoming or ongoing construction activities to talk in-person with interested residents and business owners, review the site and explain construction activities.

- **Tabling at local events/activity centers:** A project information table will be set up and staffed monthly during the construction seasons at either a local event or an activity center that locals frequent (grocery store, library) to provide a presence in the community and respond to any questions. Potential events include:
 - Penn Fest
 - Fourth of July parade
 - National Night Out
 - Richfield Farmer's Market

- **Bus detour outreach:** Special efforts will be made to inform the community about Metro Transit's long-term bus detours from 66th Street onto local streets during each year of construction (see Appendix C for an anticipated schedule and methods related to bus detour outreach).

- **Public office hours:** Set office hours will be promoted during which the public may stop by and talk to public information team members; options include hosting at the project office or moving around to "meet the people where they are at" (e.g. coffee shops, restaurants, libraries, community centers).

Business outreach

As mentioned above, there is a business liaison dedicated to communicating with local businesses. Communications will focus on providing general "survive and thrive" tips and resources, as well as regular updates, check-ins and inquiry responses.

- **Individual business visits:** Contact information for all businesses (650 feet or one block around the project corridor) will be collected via individual business meetings with owners/managers; meetings will also provide a project update and collect information on access needs; a log of this information will be compiled and updated as needed.

- **Business meetings:** All businesses will be invited to regular (initially planned to be bi-weekly) meetings to hear project updates, voice concerns and talk to project staff.

Targeted audience outreach

- **Outreach efforts to underrepresented and non-English speaking communities:** For any public information activities focused on residents, motorists and the general public, materials and content will provide simple, plain language and visual graphics that are easily understandable, especially to low-literacy and non-English speaking communities; as needed, materials can be translated and interpreters can be available at meetings.

Emergency communications

A crisis response plan will be developed for the project. It is anticipated that Hennepin County will be the lead on communications in an emergency situation.

Inquiry response and data collection

General public inquiries and responses are anticipated to be routed to and from the PIC via the project hotline or email. Inquiries will be routed to the proper project team member as needed based on the nature of the inquiry, as detailed in the flowchart below.

Project hotline

A project “hotline” will be used specifically for all public calls related to the project; the hotline phone number will be 612-444-3186.

A specific hotline number centralizes calls, allowing for consistent communication and messaging. The hotline will be published on all project materials.

The PIC will monitor the project hotline and respond to calls. Calls received during regular business hours will be responded to within approximately two hours or sooner. Voice messages will also be checked regularly outside of regular business hours and responded to within 24 hours or sooner.

Calls will be followed up on until a resolution is achieved.

All calls will be tracked and documented on a public contacts log and provided to the county and City of Richfield on a monthly basis.

Project email

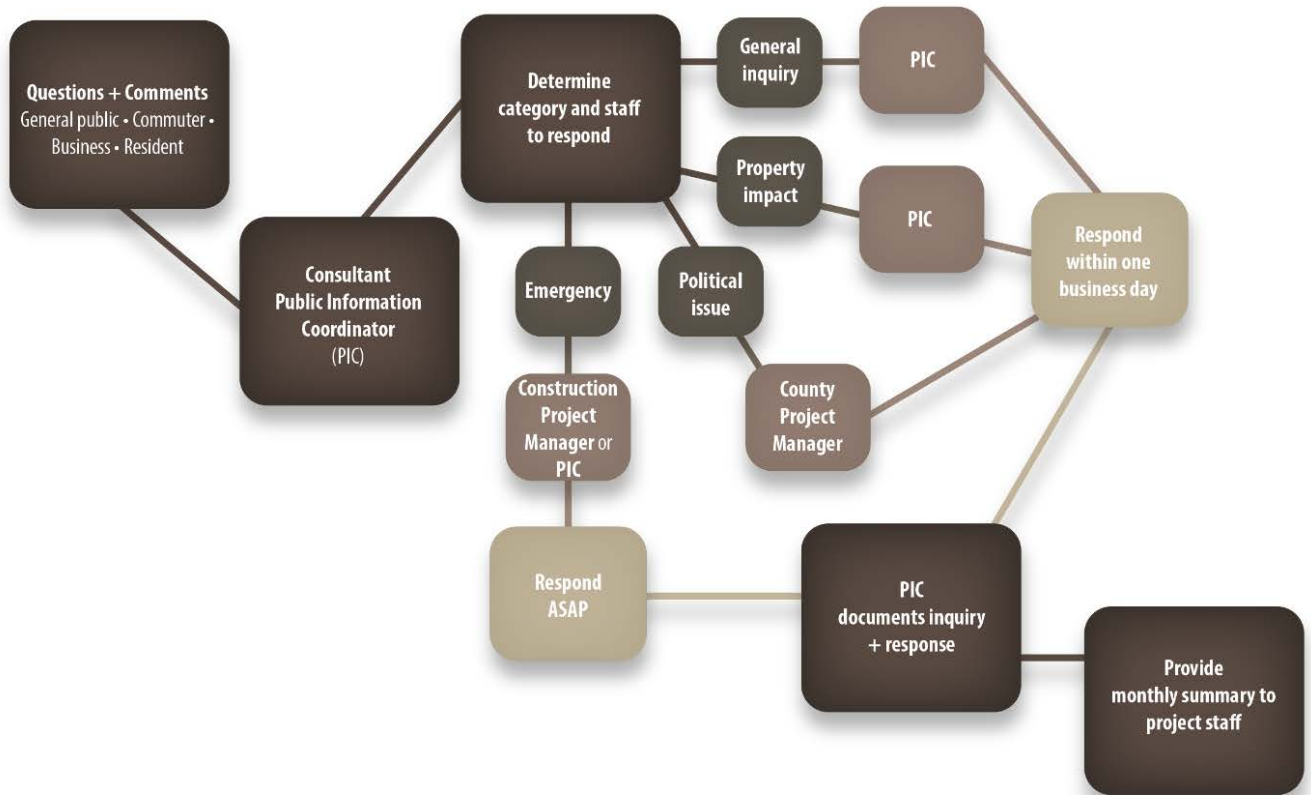
A project email address, 66street@hennepin.us, also has been established for the project to streamline communications between the public and project team.

The email address will be published on all materials, and monitored and responded to by the PIC. Emails received during regular business hours will be responded to within approximately two hours or sooner. Emails will also be checked regularly outside of regular business hours and responded to within 24 hours or sooner.

Emails will be followed up on until a resolution is achieved.

All email exchanges will be tracked, logged and provided in summary to the county and City of Richfield on a monthly basis.

CONSTRUCTION COMMUNICATIONS



Elected officials

Hennepin County will be the lead in communications with all elected officials and will be responsible for answering all questions from elected officials and providing direct communications to elected officials. The PIC will help in coordinating briefings to elected officials, including developing informational and status report materials.

Media

Hennepin County will be the lead in all media relations and will be responsible for answering media questions, handling media interviews, etc. The PIC will provide draft news releases for Hennepin County approval and distribution, and will provide support for media requests when directed to do so by Hennepin County. Media requests received by the PIC will be directed to the appropriate Hennepin County representative.

Monthly project summary

A summary of public contacts and outreach activities will be provided to Hennepin County and the City of Richfield on a monthly basis or upon request.

Public contacts log

A log of public contacts and outreach will be recorded throughout the project. The log will include, at a minimum, the date of the inquiry, contact information for the inquirer, inquiry description, response and resolution, responder and resolution date. All contacts made through the hotline, email and in-person will be recorded.

Business database

A thorough database with individual business contact information will be kept and updated as needed throughout the project. The database will be initially developed during door-to-door outreach to all businesses within one block around the project corridor by the business liaison at the beginning of the project. Business inquiries, responses and resolutions will be tracked and included in the public contacts log.

Stakeholder database

A stakeholder database will be maintained and updated as needed throughout the project, to keep a record of contact information for project partners, service providers, neighborhood and other organizations, etc.

Appendix A:
Communications/outreach overview and
schedule

		AUDIENCE													
Methods/ Deliverables	Frequency	Residents	Businesses	Neighborhood Groups	Business Associations	Social Service Organizations	Schools and Bus Services	City Staff & Committees (Richfield & others)	Elected Officials	Motorists	Metro Transit	Bicyclists & Pedestrians Groups	News Media	Emergency / Other Service Providers	Underrepresented & Non-English Speaking Communities
Electronic Media															
Project website (Content only; Hennepin County to post)	Weekly (minimum)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
GovDelivery updates	Weekly (minimum)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Links to other websites (cities/projects/utilities/ agencies)	Weekly	X	X	X	X	X	X	X	X	X	X	X	X	X	
Social media (Hennepin County accounts)	Weekly (minimum)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Project design and staging visualizations	Pre- construction/ Beginning of project	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Branding, graphics (maps)	Ongoing	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Outreach Materials															
Newsletters/factsheets	Quarterly	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Display boards	As Needed	X	X	X	X	X		X							
Flyers (drop-off, email)	As Needed	X	X	X	X	X	X	X				X			X

		AUDIENCE													
Methods/ Deliverables	Frequency	Residents	Businesses	Neighborhood Groups	Business Associations	Social Service Organizations	Schools and Bus Services	City Staff & Committees (Richfield & others)	Elected Officials	Motorists	Metro Transit	Bicyclists & Pedestrians Groups	News Media	Emergency / Other Service Providers	Underrepresented & Non-English Speaking Communities
Mailings	Mass mailing once/year (minimum)	X	X				X								X
Government officials briefing update	Monthly							X	X						
Events/Meetings (consultant team will prepare for and attend open houses, stakeholder meetings and presentations)															
Public open houses	Two per year	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Individual business meetings (collect contact and access info)	Pre- construction and ongoing		X												
Business meetings	Bi-Weekly		X		X	X	X	X	X					X	
Sidewalk meetings	Bi-Weekly	X	X	X	X	X	X	X	X			X			X
Public office hours	Up to 12 hours/week	X	X	X	X	X	X			X		X			X
Presentations	As requested			X	X			X	X		X	X			
Tabling at local events/activity centers	Monthly	X	X	X	X					X		X			X

		AUDIENCE													
Methods/ Deliverables	Frequency	Residents	Businesses	Neighborhood Groups	Business Associations	Social Service Organizations	Schools and Bus Services	City Staff & Committees (Richfield & others)	Elected Officials	Motorists	Metro Transit	Bicyclists & Pedestrians Groups	News Media	Emergency / Other Service Providers	Underrepresented & Non-English Speaking Communities
Public Questions/Concerns															
Project hotline Staff: Bre, Ashley, Angela	24/7 monitoring	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Project email	24/7 monitoring	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Public contact tracking (database)	Weekly							X							
Media Relations (All media contact handled by Hennepin County; consultant team to provide media release content)															
Media releases	As Needed												X		
General Reports (provided to Hennepin County Staff and other interested stakeholders)															
Public Information Plan Staff: Bre, Ashley, Angela	Pre- Construction (updated as needed)	X	X	X	X	X	X	X	X	X	X	X		X	X
Crises communications plan	Pre- Construction (updated as needed)							X	X					X	
Monthly project report	Monthly							X	X						

		AUDIENCE													
Methods/ Deliverables	Frequency	Residents	Businesses	Neighborhood Groups	Business Associations	Social Service Organizations	Schools and Bus Services	City Staff & Committees (Richfield & others)	Elected Officials	Motorists	Metro Transit	Bicyclists & Pedestrians Groups	News Media	Emergency / Other Service Providers	Underrepresented & Non-English Speaking Communities
Final project report	Upon completion of project							X	X						

Appendix B:
City of Richfield communications overview

Supplemental communications

Many residents of Richfield have grown accustomed to getting their communications about major construction project, such as 66th Street, directly from the city. Recognizing the resident expectation and benefit of getting project information out in as many resources as possible, the county and city of Richfield will work collaboratively to supplement the county's public information efforts using some of the city's tools and resources.

The city will manage the distribution of content via its own resources, and all content distributed by city staff will match the information provided by Hennepin County. New information (e.g. a previously unannounced closure) may be provided by city staff, but only after review and approval by the county.

City of Richfield resources for sharing project information include:

- **Social media:** The city of Richfield maintains several social media accounts through platforms including Facebook, Twitter, YouTube and Instagram. City staff will use these accounts to provide up-to-date live posting with project information, construction updates, current closures and upcoming meetings.
- **Sweet Streets webpage updates:** The existing city of Richfield's webpage for this project, www.richfieldsweetstreet.org/66th-street, will be regularly updated to provide project information, construction updates and current closures. The Richfield Sweet Streets website has links to both the Hennepin County website as well as Metro Transit website.
- **Construction update videos:** Using information gathered at weekly construction meetings, city of Richfield staff will record update videos on-site. These videos will be posted to both the city's YouTube channel, as well as the local access channel.
- **Interactive closure map:** Richfield Police and Fire have requested an up-to-date interactive closure map that can be used to keep emergency response times to a minimum. Public Works staff will work with Police and Fire and use its Esri mapping software to provide up-to-date rolling closure/detour route maps.

Resident inquiries

In addition, many residents are used to contacting the city with any questions they might have about the project.

In an effort to reduce the need for residents to make multiple calls, more general project information inquiries will be answered directly by City staff working on the project. City staff will also answer any questions related to any city-led work (e.g. landscaping plans). All calls and emails will be documented in a log. The log will be sent to the public information team monthly in an effort to track all inquiries.

More intensive inquiries and/or inquiries involving County or Contractor decisions will be forwarded to the public information team. The City will be responsible for follow-up information to the original inquirer as needed in an effort to eliminate “passing along” callers.

Appendix C:
Bus detour outreach schedule



66th Street Reconstruction
Communications schedule for Metro Transit detours

Activity	2017												2018											
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Publicize detour information on project website																								
Develop detour route handouts																								
Provide detour route handouts to city office locations																								
Detour route handouts provided during door-to-door business outreach																								
Door-to-door flyering to detour routes																								
GovDelivery updates with detour routes information																								
Social media updates with detour routes																								
Detour routes included in project newsletter																								
Bus detour handouts/boards at public meetings																								

NOTES
Provide maps/content to City for Sweet Streets site
Include information on location (maps), duration and purpose
Provide electronic versions if business utilizes a website/social media
Flyering several weeks in advance of detour implementation
Initial notification and reminder before implementation
General Hennepin County sites; provide content electronically to City for Sweet Streets social media

CITY OF RICHFIELD, MINNESOTA
Office of City Manager

January 19, 2017

Council Memorandum No. 9

The Honorable Mayor
and
Members of the City Council

Subject: Human Rights Commission Survey Results

Council Members:

On January 24, 2017, the Human Rights Commission members will present the results of their Annual Poll on the Richfield Commission Demographics Comparison (please see attached documents). The Human Rights Commission is attempting to create more diversity among all of the commissions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Steven L. Devich". The signature is fluid and cursive, with a large initial "S" and "D".

Steven L. Devich
City Manager

SLD:jm
Attachments
Email: Assistant City Manager
Department Directors



1.24.2017

Executive Summary for the Richfield City Council

In 2014 the Richfield Human Rights Commission (HRC) embarked on a study to determine what the demographic and diverse makeup of our city commissions was. We polled our commissions to determine a baseline. We also went out to the community on a series of community conversations to understand why some groups were underrepresented. That report was presented to the City Council and is posted on the HRC website at the City of Richfield.

Since 2014 we have taken several steps to increase awareness of commissions and needs for commissioners in Richfield. The efforts undertaken were:

- We worked with the city to increase access and awareness online and on social media.
- Redefined the recruiting efforts for all commissions' openings to the same two times in the year.
- Reached out to the public through the 4th of July Parade, Penn Fest and other public events to spread awareness.
- Worked through Richfield High School to fill open youth commissioners with the stated hope that we increase our diversity on all commissions.

In Q4 of 2016 (Exhibit A) we polled the commissions again to determine the potential impact of these actions. In this poll we expanded our questions from our original questionnaire to better align with the Minnesota Human Rights Act. The results are seen in Exhibit B. Notable changes (Exhibit C) in 2016 are:

- The commissions are younger.
- There are now more women than men on our commissions.
- There is a 5% increase in people of color.
- There is a significant increase in people who English is their second language.
- There is also a significant increase in parents of children under 18 at home.

It appears that our efforts to increase awareness of Richfield commissions within all communities, and particularly in underrepresented communities, have helped lead to greater diversity on our commissions. There remain underrepresentation with people of color and diversity of faiths. Still, progress has been made and continues to be made. We will continue to work with the city and our networks to help engage people who have not always been represented in Richfield commissions.

Sincerely

Mark Westergaard
Richfield Human Rights Commission

Exhibit A

2014 to 2016 Richfield Commissions Demographic Comparison

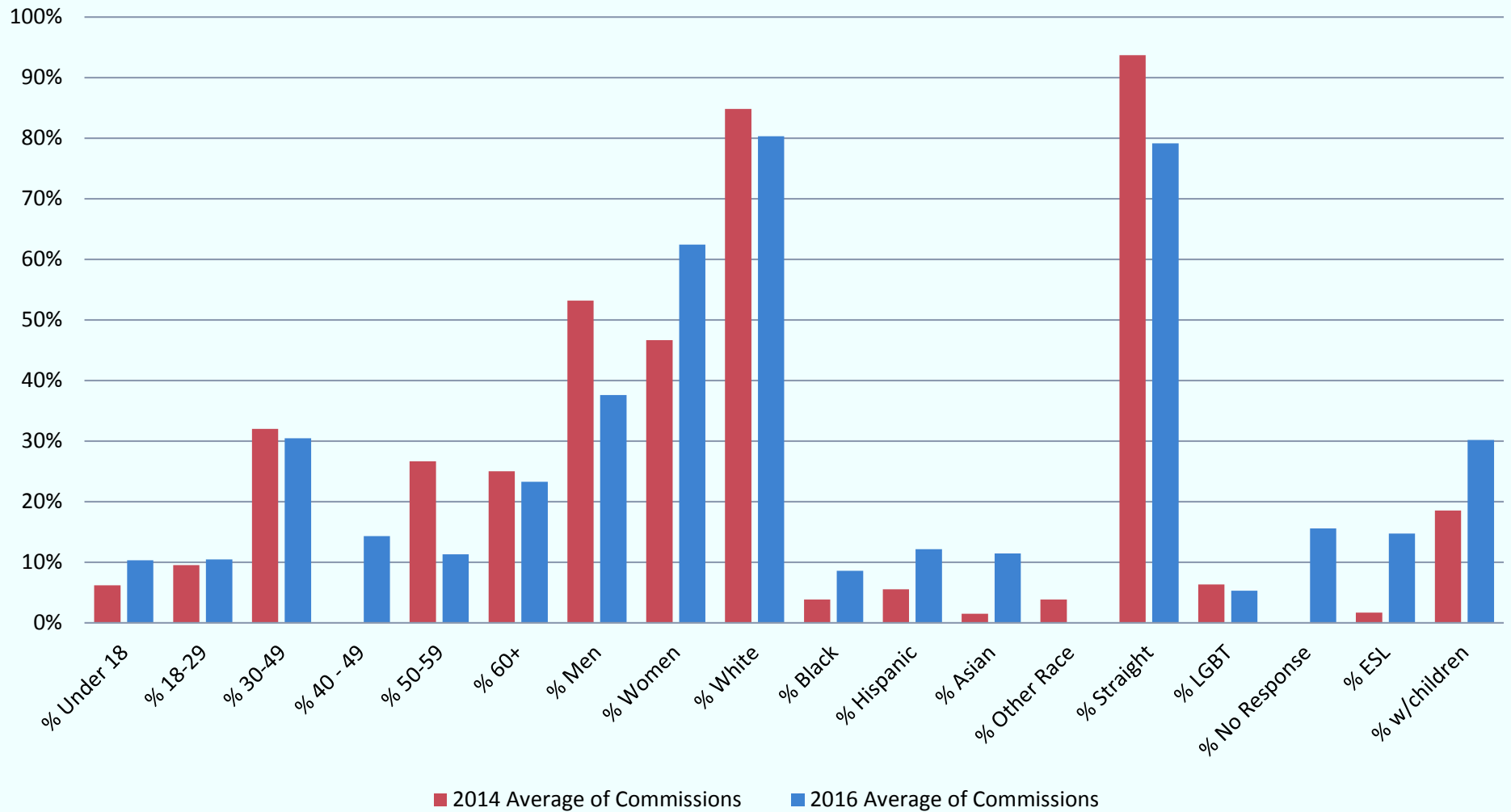
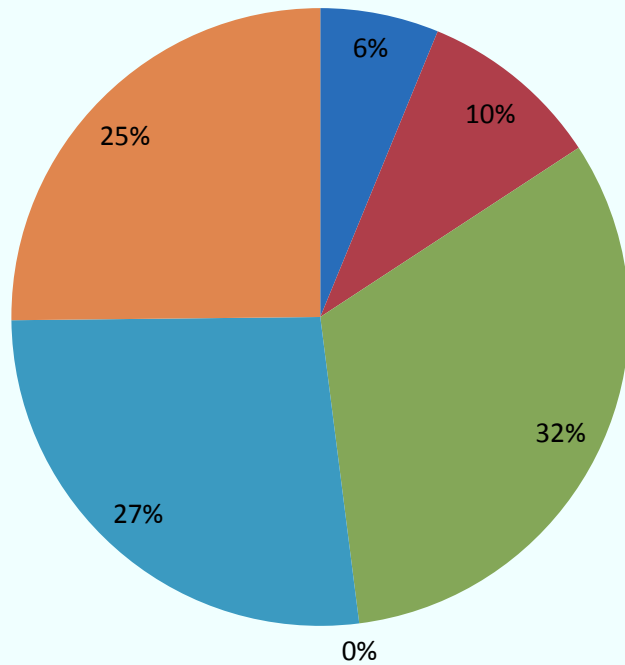


Exhibit A

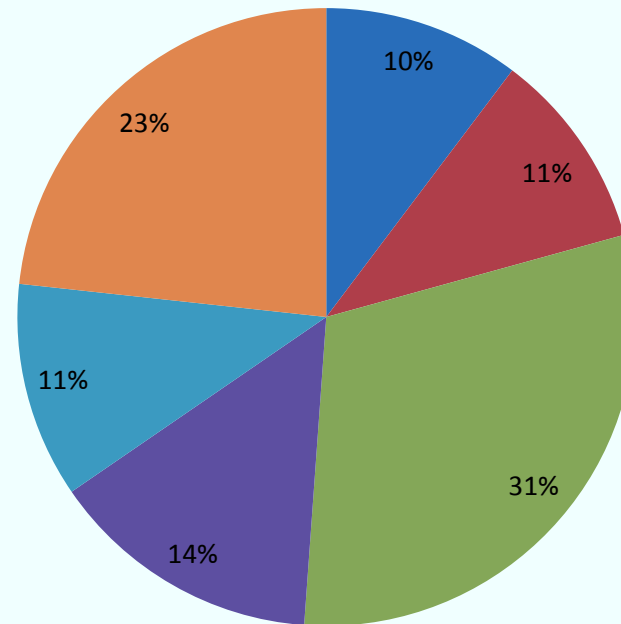
Richfield Commissions by Age

2014



■ % Under 18
■ % 18-29
■ % 30-49
■ % 40 - 49
■ % 50-59
■ % 60+

2016

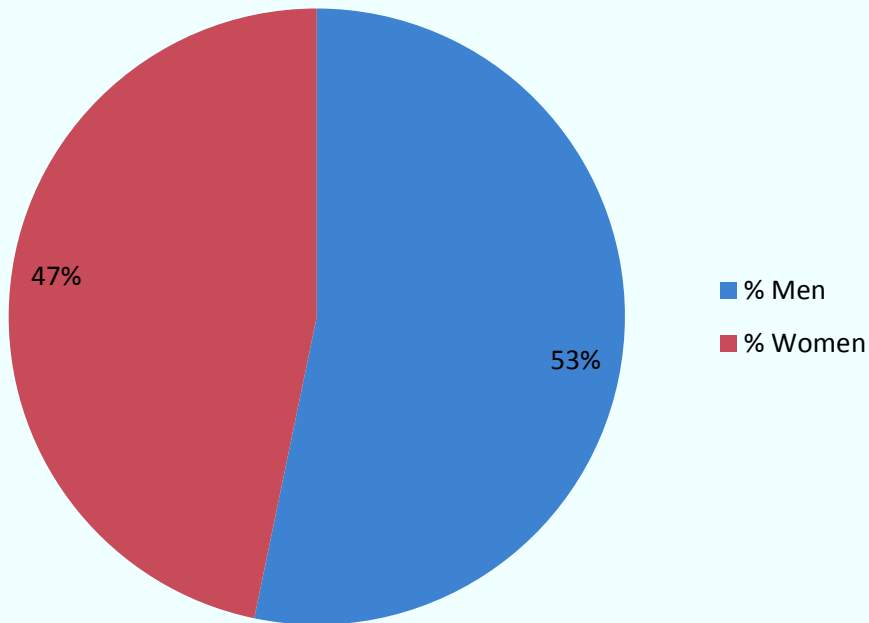


■ % Under 18
■ % 18-29
■ % 30-49
■ % 40 - 49
■ % 50-59
■ % 60+

Exhibit A

Richfield Commissions by Gender

2014



2016

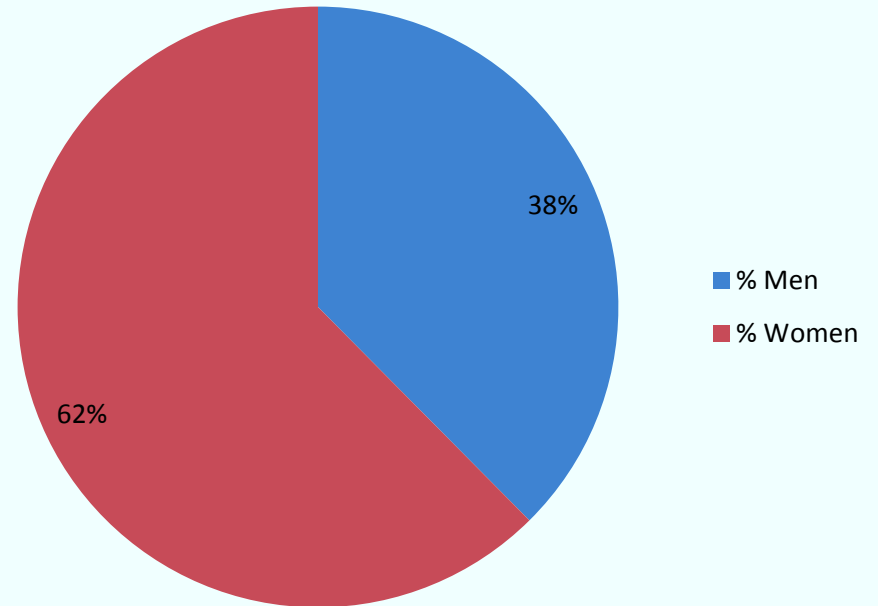
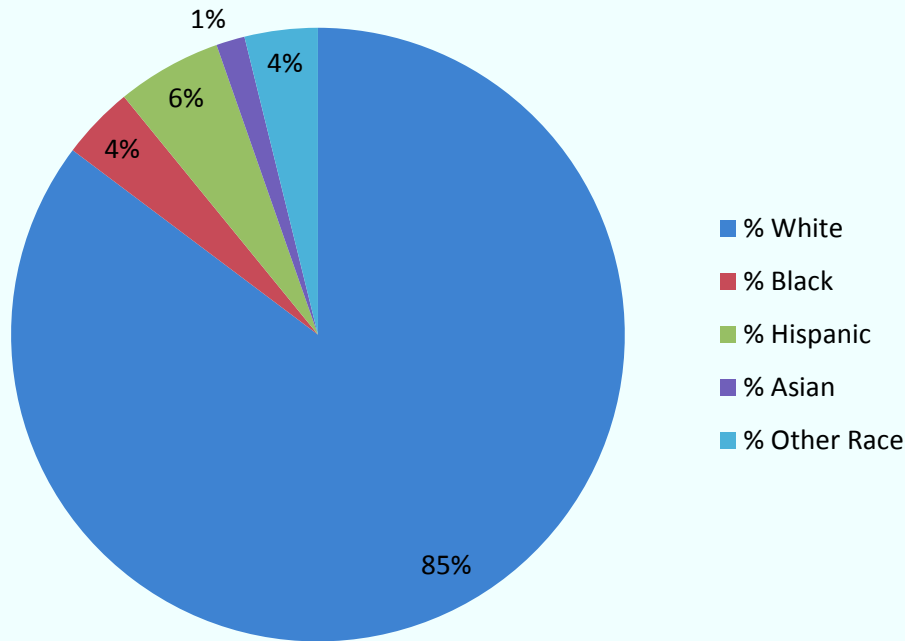


Exhibit A

Richfield Commissions by Race

2014



2016

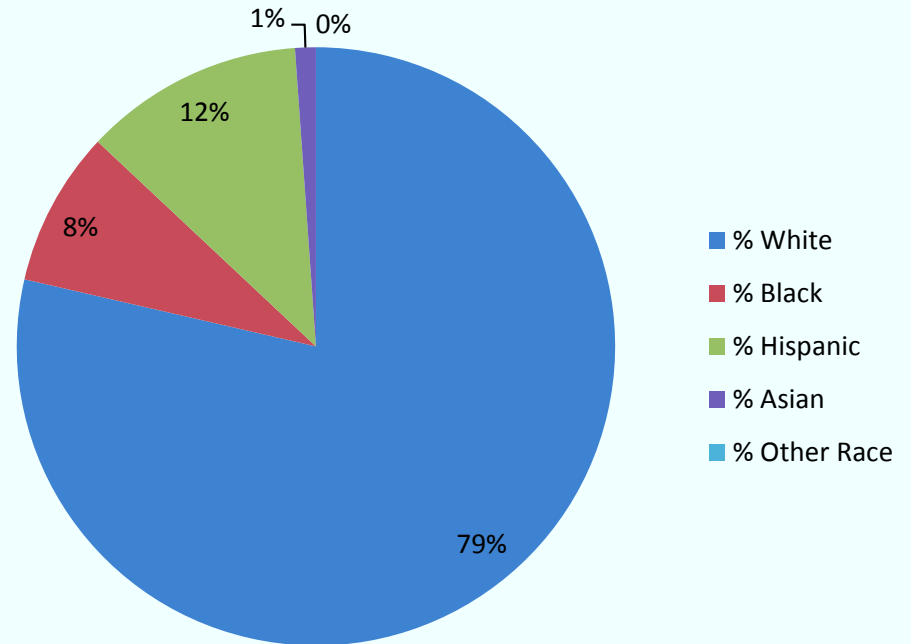


Exhibit B

2014 to 2016 Percent Changes in Richfield Commissions Demographic Make-up

Commission Name	% Under 18	% 18-29	% 30-49	% 40-49	% 50-59	% 60+	% Men	% Women	% White	% Black	% Hispanic	% Asian	% Other Race	% Straight	% LGBT	% No Response	% ESL	% w/children
Adv Board of Health	-9%	18%	-9%	18%	-18%	0%	-9%	9%	1%	-9%	18%	-9%	0%	18%	-18%	0%	18%	-9%
Arts Commission																		
Community Services Commission	17%	-9%	-10%	33%	-1%	-28%	-28%	29%	2%	0%	8%	0%	-9%	-17%	17%	0%	17%	33%
Friendship Commission	-8%	20%	-8%	0%	-14%	12%	-17%	17%	23%	6%	1%	0%	-14%	-20%	0%	20%	20%	6%
Human Rights Commission	15%	-5%	-9%	15%	-25%	8%	6%	-6%	-13%	0%	5%	8%	0%	5%	-20%	15%	-2%	34%
Planning Commission	0%	-8%	6%	0%	-14%	17%	-11%	11%	0%	0%	0%	0%	0%	-60%	20%	40%	0%	-28%
Transportation Commission	0%	0%	-9%	14%	-9%	4%	-17%	17%	0%	0%	0%	0%	0%	-14%	0%	14%	0%	44%
2014 to 2016 Percent Changes	4%	1%	-2%	14%	-15%	-2%	-16%	16%	-5%	5%	7%	0%	-4%	-15%	-1%	16%	13%	12%

2016 Percentages of Richfield Commissions Demographic Make-up

Commission Name	% Under 18	% 18-29	% 30-49	% 40-49	% 50-59	% 60+	% Men	% Women	% White	% Black	% Hispanic	% Asian	% Other Race	% Straight	% LGBT	% No Response	% ESL	% w/children
Adv Board of Health	0%	18%	36%	18%	18%	9%	9%	91%	82%	0%	18%	0%	0%	100%	0%	0%	18%	27%
Arts Commission	20%	0%	60%	20%	0%	0%	20%	80%	40%	40%	20%	0%	0%	80%	0%	20%	40%	20%
Community Services Commission	17%	0%	17%	33%	17%	17%	17%	83%	83%	0%	17%	0%	0%	83%	17%	0%	17%	33%
Friendship Commission	20%	20%	20%	0%	0%	40%	40%	60%	80%	20%	15%	0%	0%	80%	0%	20%	20%	20%
Human Rights Commission	15%	15%	31%	15%	15%	8%	46%	54%	77%	0%	15%	8%	0%	85%	0%	15%	8%	54%
Planning Commission	0%	20%	20%	0%	0%	60%	60%	40%	100%	0%	0%	0%	0%	40%	20%	40%	0%	0%
Transportation Commission	0%	0%	29%	14%	29%	29%	71%	29%	100%	0%	0%	0%	0%	86%	0%	14%	0%	57%
2016 Average of Commissions	10%	10%	30%	14%	11%	23%	38%	62%	80%	9%	12%	1%	0%	79%	5%	16%	15%	30%

2014 Percentages of Richfield Commissions Demographic Make-up

Commission Name	% Under 18	% 18-29	% 30-49	% 40-49	% 50-59	% 60+	% Men	% Women	% White	% Black	% Hispanic	% Asian	% Other Race	% Straight	% LGBT	% No Response	% ESL	% w/children
Adv Board of Health	9%	0%	45%	0%	36%	9%	18%	82%	81%	9%	0%	9%	0%	82%	18%	0%	0%	36%
Arts Commission																		
Community Services Commission	0%	9%	27%	0%	18%	45%	45%	54%	81%	0%	9%	0%	9%	100%	0%	0%	0%	0%
Friendship Commission	28%	0%	28%	0%	14%	28%	57%	43%	57%	14%	14%	0%	14%	100%	0%	0%	0%	14%
Human Rights Commission	0%	20%	40%	0%	40%	0%	40%	60%	90%	0%	10%	0%	0%	80%	20%	0%	10%	20%
Planning Commission	0%	28%	14%	0%	14%	43%	71%	29%	100%	0%	0%	0%	0%	100%	0%	0%	0%	28%
Transportation Commission	0%	0%	38%	0%	38%	25%	88%	12%	100%	0%	0%	0%	0%	100%	0%	0%	0%	13%
2014 Average of Commissions	6%	10%	32%	0%	27%	25%	53%	47%	85%	4%	6%	2%	4%	94%	6%	0%	2%	19%

Exhibit B continued

Richfield Commissions & Boards Demographic Data (percentages)

	Total Members Positions	Total Current Members	% Filled	Youth Seats	% Filled	% Filled	# of Respondants	Response Rate	% Under 18	% 18 - 29	% 30 - 39	% 40 - 49	% 50 - 59	% 60+	% Men	% Women	% White	% Black	% Hispanic	% Asian	% Other Race	% USA Born	% Non- USA Born	% No Response	% Christian	% Muslim	% Other Religious Affiliation	% Agnostic/ Atheist/None	% Straight	% LGBT	% No Response	% Disabled	% Married	% ESL	% w/children	% on Public Assistance
Commission Name																																				
Adv Board of Health	9	9	100%	0			11	122%	0%	18%	36%	18%	18%	9%	9%	91%	82%	0%	18%	0%	0%	45%	27%	9%	45%	0%	0%	55%	100%	0%	0%	0%	27%	18%	27%	0%
Arts	7	7	100%	1	1	100%	5	71%	20%	0%	60%	20%	0%	0%	20%	80%	40%	40%	20%	0%	0%	80%	20%	0%	60%	0%	0%	40%	80%	0%	20%	0%	40%	40%	20%	0%
Community Services	10	10	100%	1	1	100%	6	60%	17%	0%	17%	33%	17%	17%	83%	83%	0%	17%	0%	0%	83%	17%	0%	50%	0%	17%	33%	83%	17%	0%	17%	83%	17%	33%	0%	
Freindship City	9	9	100%	2	2	100%	5	56%	20%	20%	20%	0%	0%	40%	40%	60%	80%	20%	0%	0%	60%	40%	0%	60%	20%	0%	0%	80%	0%	20%	20%	40%	20%	20%	0%	
Human Rights	13	13	100%	2	2	100%	12	92%	15%	15%	31%	15%	15%	8%	46%	54%	77%	0%	15%	8%	0%	69%	15%	15%	46%	0%	15%	38%	85%	0%	15%	0%	62%	8%	54%	0%
Planning	7	7	100%	0			5	71%	0%	20%	20%	0%	0%	60%	60%	40%	100%	0%	0%	0%	40%	40%	20%	40%	0%	0%	40%	40%	20%	40%	0%	80%	0%	0%	0%	
Transportation	11	10	91%	2	1	50%	7	70%	0%	0%	29%	14%	29%	29%	71%	29%	100%	0%	0%	0%	0%	57%	14%	29%	43%	0%	0%	57%	86%	0%	14%	0%	100%	0%	57%	0%
Totals	66	65	98%	8	7	88%	51	78%	10%	11%	30%	14%	11%	23%	38%	62%	80%	9%	10%	1%	0%	62%	25%	10%	49%	3%	5%	38%	79%	5%	16%	5%	62%	15%	30%	0%

2016 Richfield Commissions & Boards Poll Results (numbers)

Commission Name	Total Members Positions	Total Current Members	% Filled	# Youth Seats	# Filled	% Filled	# of Respondants	Response Rate	# Under 18	# 18 - 29	# 30 - 39	# 40 - 49	# 50 - 59	# 60+	# Men	# Women	# White	# Black	# Hispanic	# Asian	# Other Race	# USA Born	# Non-USA Born	# No Response	# Christian	# Muslim	# Other Religious Affiliation	# Agnostic/Atheist/None	# Straight	# LGBT	# No Response	# Disabled	# Married	# ESL	# w/children	# on Public Assistance
Adv Board of Health	9	9	100%	0			11	122%	0	2	4	2	2	1	1	10	9	0	2	0	0	5	3	1	5	0	0	6	11	0	0	0	3	2	3	0
Arts	7	7	100%	1	1	100%	5	71%	1	0	3	1	0	0	1	4	2	2	1	0	0	4	1	0	3	0	0	2	4	0	1	0	2	2	1	0
Community Services	10	10	100%	1	1	100%	6	60%	1	0	1	2	1	1	1	5	5	0	1	0	0	5	1	0	3	0	1	2	5	1	0	1	5	1	2	0
Freindship City	9	9	100%	2	2	100%	5	56%	1	1	1	0	0	2	2	3	4	1	0	0	0	3	2	0	3	1	0	0	4	0	1	1	2	1	1	0
Human Rights	13	13	100%	2	2	100%	13	100%	2	2	4	2	2	1	6	7	10	0	2	1	0	9	2	2	6	0	2	5	11	0	2	0	8	1	7	0
Planning	7	7	100%	0			5	71%	0	1	1	0	0	3	3	2	5	0	0	0	0	2	2	1	2	0	0	2	2	1	2	0	4	0	0	0
Transportation	11	10	91%	2	1	50%	7	70%	0	0	2	1	2	2	5	2	7	0	0	0	0	4	1	2	3	0	0	4	6	0	1	0	7	0	4	0
Totals	66	65	98%	8	7	88%	52	80%	5	6	16	8	7	10	19	33	42	3	6	1	0	32	12	6	25	1	3	21	43	2	7	2	31	7	18	0

2017 RICHFIELD HUMAN RIGHTS COMMISSION CALENDAR/WORK PLAN

Month	Education	Community Outreach	RHRC Meetings
January 3rd RHRC Meeting 16th MLK Day 27th UN Holocaust Memorial Day			Election of new officers Year end financial report Property inventory 2016 attendance report
February 7th RHRC Meeting Black History Month	Feb 18th Book Frank White reads from his book "They Played for the Love of the Game: Untold Stories of Black Baseball in Minnesota" at Augsburg Library. 2:00- 3:00 pm. (Mark team lead, Jeff, Ben, & Chara)	Feb 21st Naturalization Ceremony, 9:30 a.m., Richfield High School (Debbie, Mark, and Swopnil)	Feb XXth Sturgis Rules Commissioner training
March 7th RHRC Meeting Women's History Month 27th Easter			Welcome new members Seek outstanding citizen nominations and set deadline for nominations Planning for 4th of July Parade begins Planning meeting for Islam 101 event in May
April 4th RHRC Meeting 17th Day of Silence 16th Easter 24th Holocaust Remembrance Day	<p>*Tues, April 25th or Wednesday, April 26th, 6:30-8pm. Augsburg Library. Graduate scholars from the University of Minnesota's Center for Holocaust and Genocide Studies will be presenting a forum on how the media plays a role in the coverage of genocide and human atrocities.</p> <p>*April 29th Fred Amram to speak on the Holocaust and Genocide at Augsburg Library. 1:30-3pm. Fred Amram will present his book, "We're In America Now: a Survivor's Story."</p>	<p>*April 24th, Augsburg Library, 4:00-8:00 pm. Read-in of Sabing Zimering's "Hiding in the Open: a Holocaust Memoir" by members of the Richfield Human Rights Commission, Richfield community members and members of Dr. Zimering's family</p> <p>*Thursday, April 27th from 2-4pm. Augsburg Library. Irene Colston, local photographer will be here to discuss her photo essay (which will also be on display for the entire month of April) entitled "The Other Voices of Auschwitz"</p>	Deadline to submit outstanding citizen nominations
May 2nd RHRC Meeting 3rd Buddha Day 5th Cinco De Mayo 14th Mother's Day Jewish Heritage Month 27th Ramadan 29th Memorial Day	Islam 101 (Logan & Mark team leads, Carrie, Chara, & Jeff)		Choose Outstanding Citizen Prepare Annual Report May 31st early bird discount for 4th of July Parade signup
June 6th RHRC Meeting LGBT Pride Month Juneteenth 18th Father's Day 20th World Refugee Day 25th Eid Al-Fitr		June XXth Outstanding Citizen introduced to the City Council & reception prior to Council meeting	Present Annual Report to City Council Introduction of Outstanding Citizen 1 - 2 committee meetings for 4th of July Parade Planning for Penn Fest begins Planning meeting for National Night out
July 4th Independence Day 4th RHRC Meeting 16th Americans With Disabilities (ADA) Day		4th of July Parade (Sara team lead, Kirstin, & Jeff)	
August 1st National Night Out 1st RHRC Meeting		1st National Night Out outreach (Sara team lead, Will)	Committee meeting for Penn Fest planning
September 1st - 2nd Eid Al-Adha 4th Labor Day 5th RHRC Meeting National Hispanic Heritage Month 29th - 30th Yom Kippur		Sept. XXst, Penn Fest (Sara team lead, Chara, Mark, Will, & Carrie)	
October 3rd RHRC Meeting LGBT History Month 10th Indigenous People's Day 20th - 22nd Rosh Hashana 19th Diwali			
November 7th RHRC Meeting 7th Election Day National American Indian Heritage Month 16th International Day For Tolerance 23rd Thanksgiving	Human Trafficking Event (Mark, Logan)		
December 5th RHRC Meeting 10th Human Rights Day 12th - 20th Chanukah 25th Christmas 26th - 1st of Jan Kwanza			



**SPECIAL CONCURRENT CITY COUNCIL, HRA, AND PLANNING COMMISSION WORKSESSION
RICHFIELD MUNICIPAL CENTER, BARTHOLOMEW ROOM
JANUARY 24, 2017
6:30 PM**

Call to order

1. Retail Proposal at 66th Street and 17th Avenue (Council Memo No. 10/HRA Memo No. 4)

Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.

CITY OF RICHFIELD, MINNESOTA
Office of City Manager

January 19, 2017

Council Memorandum No. 10

The Honorable Mayor
And
Members of the City Council

HRA Memorandum No. 4
Housing and Redevelopment
Authority Commissioners
City of Richfield

Subject: Interstate Partners Development Proposal

Council Members:

On February 4, 2016, representatives of Interstate Partners presented a preliminary proposal for development of a new retail building at the southwest corner of the 66th Street and Richfield Parkway roundabout. On April 7, 2016, representatives presented a revised proposal for this same area, which includes property owned by the HRA. City Council, Housing and Redevelopment Authority, and Planning Commission members indicated that they were not satisfied with the way in which the proposed building related to 66th Street and the adjacent Three Rivers Park Trail.

Since that time, the development team has hired new architects and made efforts to address the design concerns they heard at the April 2016 Work Session. The development team has asked to present a further-revised proposal for this land at a combined Work Session of the City Council, HRA, and Planning Commission on January 24 at 6:30 p.m.

Respectfully submitted,



Steven L. Devich
City Manager

SLD:mp
Email: Assistant City Manager
Department Directors
Planning Commission



**REGULAR CITY COUNCIL MEETING
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS
JANUARY 24, 2017
7:00 PM**

INTRODUCTORY PROCEEDINGS

Call to order

Open forum (15 minutes maximum)

Each speaker is to keep their comment period to three minutes to allow sufficient time for others. Comments are to be an opportunity to address the Council on items not on the agenda. Individuals who wish to address the Council must have registered prior to the meeting.

Pledge of Allegiance

Approval of the minutes of the Regular City Council Meeting of January 10, 2017.

PRESENTATIONS

1. Presentation of Certificate from the National Fire Academy Managing Officer Program to Fire Captain Mark Armstrong.

COUNCIL DISCUSSION

2. Hats Off to Hometown Hits

AGENDA APPROVAL

3. Approval of the Agenda
4. **Consent Calendar contains several separate items, which are acted upon by the City Council in one motion. Once the Consent Calendar has been approved, the individual items and recommended actions have also been approved. No further Council action on these items is necessary. However, any Council Member may request that an item be removed from the Consent Calendar and placed on the regular agenda for Council discussion and action. All items listed on the Consent Calendar are recommended for approval.**
 - A. Consideration of the approval of a resolution authorizing acceptance of a donation received by Richfield Recreation Services Department from Marlene Glaus for Wood Lake Nature Center in the amount of \$50,000 and to authorize the Recreation Services Director to apply the funds for Wood Lake.

Staff Report No. 12

5. Consideration of items, if any, removed from Consent Calendar

PUBLIC HEARINGS

6. Public hearing and consideration of a resolution ordering plans and specifications for the proposed 2017 Alley

Paving project.

Staff Report No. 13

OTHER BUSINESS

7. Consideration of the appointments to City advisory commissions.

Staff Report No. 14

CITY MANAGER'S REPORT

8. City Manager's Report

CLAIMS AND PAYROLLS

9. Claims and Payrolls

Open forum (15 minutes maximum)

Each speaker is to keep their comment period to three minutes to allow sufficient time for others. Comments are to be an opportunity to address the Council on items not on the agenda. Individuals who wish to address the Council must have registered prior to the meeting.

10. Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.



CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

Regular Meeting

January 10, 2017

CALL TO ORDER

The meeting was called to order by Mayor Pro Tempore Howard at 7:02 p.m. in the Council Chambers.

Council Members Present: Michael Howard, Mayor Pro Tempore; Edwina Garcia; Pat Elliott; and Maria Regan Gonzalez.

Staff Present: Steven L. Devich, City Manager; Jay Henthorne, Public Safety Director/Police Chief; James Topitzhofer, Recreation Services Director; Pam Dmytrenko, Assistant City Manager/HR Manager; Mary Tietjen, City Attorney; Elizabeth VanHoose, City Clerk; Kari Sinning, Deputy City Clerk; and Jared Voto, Executive Aide/Analyst.

OATH OF OFFICE TO RICHFIELD CITY COUNCIL MEMBER WARD 1 PAT ELLIOTT

City Clerk VanHoose administered the oath of office.

OATH OF OFFICE TO RICHFIELD CITY COUNCIL MEMBER WARD 2 EDWINA GARCIA

City Clerk VanHoose administered the oath of office.

OATH OF OFFICE TO RICHFIELD CITY COUNCIL MEMBER WARD 3 MARIA REGAN GONZALEZ

City Clerk VanHoose administered the oath of office.

Council Member Regan Gonzalez thanked the audience and community for their support.

OPEN FORUM

Bill Neuendorf, City of Edina, 4801 W 50th Street, spoke about upcoming workshops regarding the future of the Southdale Library site. Upcoming meetings are Thursday, January 12 at 6 p.m. and Thursday, February 9 at 7 p.m. All meetings are held at the Southdale Library, 2nd floor. More information at edinamn.gov/southdalelibrarysite.

PLEDGE OF ALLEGIANCE

Mayor Pro Tempore Howard led the Pledge of Allegiance.

APPROVAL OF MINUTES

M/Elliott, S/Garcia to approve the minutes of (1) Special City Council Worksessions and Special Concurrent City Council and Planning Commission of December 13, 2016; and (2) Regular City Council Meeting of December 13, 2016.

Motion carried 4-0.

Item #1	COUNCIL DISCUSSION <ul style="list-style-type: none">Hats Off to Hometown Hits
----------------	---

Council Member Regan Gonzalez attended the 65th Anniversary of Richfield Rotary Club. She also thanked City staff for their assistance in on-boarding to the Council and thanked Council members for their support.

Council Member Elliott welcomed Council Member Regan Gonzalez and was thankful for the enthusiasm of the younger Council members.

Council Member Garcia welcomed Council Member Regan Gonzalez. She attended Hennepin County Commissioner Goettel's swearing in ceremony. Noted the passing of Richfield resident Violette Lindberg. Stated Chipotle, at 76th St and Lyndale Ave, is having a fundraiser for the Richfield Middle School on January 26 from 4:30-8:30 p.m.

Mayor Pro Tempore Howard welcomed Council Member Regan Gonzalez and stated he is excited about the opportunities ahead for Richfield.

Item #2	APPROVAL OF THE AGENDA
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M/Garcia, S/Elliott to approve the agenda.

Motion carried 4-0.

Item #3	CONSENT CALENDAR
----------------	-------------------------

A. Consideration of the approval of a designation of an Acting City Manager for 2017.

B. Consideration of the approval of a resolution designating an official newspaper for 2017.

RESOLUTION NO. 11317

RESOLUTION DESIGNATING AN OFFICIAL NEWSPAPER FOR 2017

This resolution appears as Resolution No. 11317.

- C. Consideration of the approval of a resolution authorizing the use of credit cards by City employees otherwise authorized to make purchases on behalf of the City.

RESOLUTION NO. 11318

RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS BY CITY EMPLOYEES
OTHERWISE AUTHORIZED TO MAKE PURCHASES ON BEHALF
OF THE CITY OF RICHFIELD FOR THE YEAR 2017

This resolution appears as Resolution No. 11318.

- D. Consideration of the approval of a resolution appointing Gordon Vizecky to the Richfield Tourism Promotion Board to complete a three-year term ending December 31, 2019 or until a successor has been chosen, whichever is later.

RESOLUTION NO. 11319

RESOLUTION APPOINTING A REPRESENTATIVE TO THE
BOARD OF DIRECTORS OF THE RICHFIELD
TOURISM PROMOTION BOARD, INC.

This resolution appears as Resolution No. 11319.

- E. Consideration of the approval of the resolutions designating official depositories for the City of Richfield for 2017, including the approval of collateral.

RESOLUTION NO. 11320

RESOLUTION DESIGNATING CERTAIN FINANCIAL INSTITUTIONS
AS DEPOSITORIES FOR THE INVESTMENT OF CITY
OF RICHFIELD FUNDS IN 2017

This resolution appears as Resolution No. 11320.

RESOLUTION NO. 11321

RESOLUTION DESIGNATING CERTAIN SAVING AND LOAN ASSOCIATIONS,
BANKS AND CREDIT UNIONS AS DEPOSITORIES FOR THE
DEPOSIT AND INVESTMENT OF CITY FUNDS IN 2017

This resolution appears as Resolution No. 11321.

RESOLUTION NO. 11322

RESOLUTION DESIGNATING U.S. BANK A DEPOSITORY OF FUNDS
OF THE CITY OF RICHFIELD FOR THE YEAR 2017

This resolution appears as Resolution No. 11322.

- F. Consideration of the approval of a resolution amending the 2016-2017 labor agreement with the Police Supervisors (LELS Local 162).

RESOLUTION NO. 11323

RESOLUTION DESIGNATING CITY'S CONTRIBUTION TOWARDS HEALTH
AND DENTAL INSURANCE PREMIUMS FOR EMPLOYEES
COVERED BY THE LAW ENFORCEMENT LABOR SERVICES (LELS),
LOCAL 162 BARGAINING UNIT FOR THE YEAR 2017

This resolution appears as Resolution No. 11323.

- G. Consideration of a resolution authorizing the transfer of unspent proceeds of the City's General Obligation Storm Water Revenue Bonds, Series 2016A.

RESOLUTION NO. 11324

RESOLUTION AUTHORIZING THE TRANSFER OF UNSPENT
PROCEEDS OF THE CITY'S GENERAL OBLIGATION
STORM WATER REVENUE BONDS, SERIES 2016A

This resolution appears as Resolution No. 11324.

M/Howard, S/Elliott to approve the Consent Calendar.

Motion carried 4-0.

Item #4	CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM THE CONSENT CALENDAR
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None.

Item #5	CONSIDERATION OF THE APPROVAL OF A RESOLUTION DECLARING A VACANCY IN THE OFFICE OF MAYOR, CALLING FOR A SPECIAL ELECTION, AND ESTABLISHING A FILING PERIOD FOR NOMINATION PETITIONS (S.R. NO. 8)
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Mayor Pro Tempore Howard presented Staff Report No. 8.

M/Howard, S/Elliott that the following resolution be adopted and that it be made part of these minutes:

RESOLUTION NO. 11325

A RESOLUTION DECLARING A VACANCY IN THE OFFICE OF MAYOR,
CALLING FOR A SPECIAL ELECTION, AND ESTABLISHING A
FILING PERIOD FOR NOMINATION PETITIONS

Motion carried 4-0. This resolution appears as Resolution No. 11325.

Item #6	DISCUSSION REGARDING CITY COUNCIL ATTENDANCE AT THE 2017 NATIONAL LEAGUE OF CITIES (NLC) CONFERENCES (S.R. NO. 9)
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Mayor Pro Tempore Howard presented Staff Report No. 9

Mayor Pro Tempore Howard asked City Manager Devich to provide background on this topic.

City Manager Devich provided background on the topic indicating this provided funds for two council members to attend each meeting.

Council Member Elliott stated it makes sense to fund attendance and allows the Council to determine who may go when the meeting dates get closer.

Council Member Regan Gonzalez stated her interest in attending the spring conference.

Council Member Garcia also indicated her interest in attending the spring conference.

M/Howard, S/Elliott to designate Council Member Regan Gonzalez and Council Member Garcia to attend the March 11-15, 2017 NLC Congressional City Conference in Washington, D.C. and designate Council Members to attend the November 15-18, 2017 NLC City Summit in Charlotte, NC.

Motion carried 4-0.

Item #7	CONSIDERATION OF DESIGNATING REPRESENTATIVES TO SERVE AS THE 2017 LIAISONS TO VARIOUS METROPOLITAN AGENCIES AND CITY COMMISSIONS (S.R. NO. 10)
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Mayor Pro Tempore Howard presented Staff Report No. 10

M/Howard, S/Garcia to designate the Council liaison appointments to various metropolitan agencies and city advisory commissions for 2017.

Motion carried 4-0.

Item #8	CONSIDERATION OF THE CITY COUNCIL'S CONFIRMATION OF THE MAYOR PRO TEMPORE'S APPOINTMENT OF A HOUSING AND REDEVELOPMENT AUTHORITY COMMISSIONER (S.R. NO. 11)
----------------	--

Mayor Pro Tempore Howard presented Staff Report No. 11.

M/Garcia, S/Elliott to appoint Mayor Pro Tempore Howard to the Housing and Redevelopment Authority.

Motion carried 4-0.

Item #9	CITY MANAGER'S REPORT <ul style="list-style-type: none"> • Discussion regarding a citizen HRA appointment
----------------	---

City Manager Devich discussed the upcoming expiration of a citizen's term on the HRA and informed the Council of the application process that has been done previously when a position becomes available. He stated it is an appointment by the Mayor Pro Tempore, subject to confirmation by the City Council. The current term expires in mid-February and it is important to fill the opening. If the Council would like to continue the application process the materials can be available shortly.

Council Member Regan Gonzalez requested to review the application materials and potentially update the questions to include questions with a focus on equity.

Council Member Garcia stated that during the interview process each Council member brings a set of questions for the applicants.

Council Member Elliott stated including qualifying questions on the application may limit exposure to qualified applicants.

Council Member Regan Gonzalez stated if asking additional questions was done during the interview process she was fine with that approach.

City Manager Devich stated he would send the application to the Council for their review.

Mayor Pro Tempore Howard thanked City staff for their efforts in snow removal.

Item #10	CLAIMS AND PAYROLLS
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M/Garcia, S/Elliott that the following claims and payrolls be approved:

U.S. Bank	12/27/16
A/P Checks: 255469 - 255840	\$ 1,160,890.95
Payroll: 124159 - 124474, 42703	<u>606,950.55</u>
TOTAL	\$ 1,767,841.50

U.S. Bank	01/10/17
A/P Checks: 255841 - 256057	\$ 901,469.52
Payroll: 124475 - 124790, 42704 - 42705	<u>603,347.63</u>
TOTAL	\$ 1,504,817.15

Motion carried 4-0.

OPEN FORUM

None.

Item #11	ADJOURNMENT
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The City Council Meeting was adjourned by unanimous consent at 7:45 p.m.

Date Approved: January 24, 2017

Michael Howard
Mayor Pro Tempore

Jared Voto
Executive Aide/Analyst

Steven L. Devich
City Manager



STAFF REPORT NO. 12
CITY COUNCIL MEETING
1/24/2017

REPORT PREPARED BY: Jim Topitzhofer, Recreation Services Director

DEPARTMENT DIRECTOR REVIEW: Jim Topitzhofer
1/17/2017

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich
1/18/2017

ITEM FOR COUNCIL CONSIDERATION:

Consideration of the approval of a resolution authorizing acceptance of a donation received by Richfield Recreation Services Department from Marlene Glaus for Wood Lake Nature Center in the amount of \$50,000 and to authorize the Recreation Services Director to apply the funds for Wood Lake.

EXECUTIVE SUMMARY:

Wood Lake Nature Center received a donation from Marlene Glaus in the amount of \$50,000. As a retired teacher with the Richfield Public Schools, Ms. Glaus has been a frequent visitor to Wood Lake. The money will be used to tear down the old storage building located on the marsh near the far dock and replace it with a slate and stone seating area for the purpose of holding classes and observing wildlife.

RECOMMENDED ACTION:

By Motion: Approve the resolution authorizing acceptance of a grant received by Richfield Recreation Services Department from Marlene Glaus for Wood Lake Nature Center in the amount of \$50,000 and to authorize the Recreation Services Director to apply the funds for Wood Lake.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

- The Recreation Services Department has received this donation from a private party wishing to benefit Wood Lake Nature Center.

B. POLICIES (resolutions, ordinances, regulations, statutes, etc):

- The Administrative Services Department issued a memo on November 9, 2004 requiring that all grants and restricted donations to departments be received by resolution and by more than two-thirds majority of the City Council in accordance with Minnesota Statute 465.03.
- City Council considers approval for all City contracts and agreements by policy.

C. CRITICAL TIMING ISSUES:

- There are no critical timing issues associated with this item.

D. FINANCIAL IMPACT:

- This donation will have a very positive financial impact to the City in that CIP funds received from liquor store proceeds can be used for other projects.

E. LEGAL CONSIDERATION:

- Minnesota Statute 465.03 requires every acceptance of a grant or devise of real or personal property of more two-thirds majority of the City Council.

ALTERNATIVE RECOMMENDATION(S):

- There are no alternative recommendations associated with this item.

PRINCIPAL PARTIES EXPECTED AT MEETING:

There are no principal parties attending meeting for this item.

ATTACHMENTS:

Description	Type
□ Resolution-Wood Lake Donation	Resolution Letter

RESOLUTION NO.

RESOLUTION ACCEPTING A DONATION RECEIVED BY THE RICHFIELD RECREATION SERVICES DEPARTMENT FROM MARLENE GLAUS FOR WOOD LAKE NATURE CENTER IN THE AMOUNT OF \$50,000, AND AUTHORIZING THE RECREATION SERVICES DIRECTOR TO EXECUTE THE ASSOCIATED GRANT.

WHEREAS, Minnesota Statute 465.03 reads in part as follows:

Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every acceptance shall be by resolution of the council adopted by two-thirds majority of its members, expressing such terms in full, and

WHEREAS, the City of Richfield has received grants and donations as described below:

DATE	DONOR	PURPOSE	AMOUNT
12/28/16	Marlene Glaus	Wood Lake Nature Center	\$50,000

WHEREAS, Wood Lake Nature Center will make use of the funds to tear down the old storage building located on the marsh near the far dock and replace it with a slate and stone seating area for the purpose of holding classes and observing wildlife.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Richfield, Minnesota, as follows:

That the City Council of the City of Richfield hereby accepts the grants and donations as listed above, received in 2016, and authorizes the City to administer the funds in accordance with grant agreements and terms prescribed by donors.

Adopted by the City Council of the City of Richfield, Minnesota this 24th day of January, 2017.

Michael Howard, Mayor Pro Tempore

ATTEST:

Elizabeth VanHoose, City Clerk



STAFF REPORT NO. 13
CITY COUNCIL MEETING
1/24/2017

REPORT PREPARED BY: Jeff Pearson, City Engineer

DEPARTMENT DIRECTOR REVIEW: Kristin Asher
1/18/2017

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich
1/18/2017

ITEM FOR COUNCIL CONSIDERATION:

Public hearing and consideration of a resolution ordering plans and specifications for the proposed 2017 Alley Paving project.

EXECUTIVE SUMMARY:

On October 11, 2016, the City Council ordered the preparation of a preliminary report for the 2017 Alley Paving project. A resolution receiving the preliminary report was approved on December 13, 2016. At the same time, the City Council set a public hearing on the project for January 24, 2017.

There are currently four (4) partial alleys in Richfield that have yet to be paved. Staff recommends the Council move forward to have the remaining alleys paved. City policy is to assess the adjacent property owners for the cost of the alley paving.

A public meeting for affected residents was held on Wednesday, January 11, 2017 from 4:30 – 6:30 p.m. at the Wood Lake Nature Center. Notices of the informational meeting and notices of the public hearing were mailed out separately to impacted residents. A public comment form was also mailed to impacted properties to allow those not able to attend the public hearing an opportunity to provide input. All comment forms received by staff before the January 24, 2017 City Council meeting will be provided to council members as part of the public hearing.

RECOMMENDED ACTION:

Conduct and close the public hearing and by motion: Approve the resolution ordering plans and specification for the 2017 Alley Paving Project

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

- In 1981, the City Council established a policy providing for the improvement of the City's alleys by concrete paving upon the receipt of petitions.
- On April 28, 1986, the City Council held a special study session to review alternative alley paving policies. It was the consensus of the Council to support the alternative that recommended paving all remaining alleys without submission of petitions.

B. POLICIES (resolutions, ordinances, regulations, statutes, etc):

- City policy is to assess the adjacent property owner for the cost of the alley paving.
- Established practice is to use concrete for all alley paving projects.

C. CRITICAL TIMING ISSUES:

- The proposed dates will allow the project to stay on schedule for construction in June of 2017.

D. FINANCIAL IMPACT:

- The estimated cost of the improvements is \$86,196.
- It is anticipated that 100% of the project cost will be assessed to adjacent property owners over a 7-year period at a 3% interest rate.

E. LEGAL CONSIDERATION:

- The City Attorney will be available to answer questions.
- Staff is following Minnesota Statute 429 (local improvements) process for the assessment.

ALTERNATIVE RECOMMENDATION(S):

- Council may choose to alter the proposed alley paving project and direct staff on how to proceed.

PRINCIPAL PARTIES EXPECTED AT MEETING:

Impacted property owners.

ATTACHMENTS:

Description	Type
❑ 2017 Alley Plans Specs Resolution	Resolution Letter
❑ Alley Locations	Exhibit
❑ Preliminary Report	Exhibit
❑ Info Meeting Postcard	Exhibit
❑ Public Hearing Letter	Exhibit
❑ PH Legal Notice	Exhibit
❑ Project Info Sheet	Exhibit

RESOLUTION NO.

RESOLUTION ORDERING THE PREPARATION OF PLANS AND SPECIFICATIONS FOR THE 2017 ALLEY PAVING PROJECT

WHEREAS, a resolution of the City Council adopted the 13th day of December, 2016 fixed a date for a council hearing on the proposed 2017 Alley Paving Project, with reference to the improvement of the following alleys by concrete paving:

<u>Alley between</u>	<u>From</u>	<u>To</u>
James Ave. & Irving Ave.	63rd St.	155' S of 63rd St.
Wentworth Ave. & Blaisdell Ave.	68th St.	160' N of 68th St
5th Ave. & Portland Ave.	74th St.	210' N of 74th St.
66th St. and 65th St.	Bloomington Ave.	135' E of Bloomington Ave.

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon the 24th day of January, 2017, at which all persons desiring to be heard were given the opportunity to be heard thereon,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richfield, Minnesota, as follows:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 13th day of December, 2016.
3. Such improvement has no relationship to the comprehensive municipal plan.
4. The City Engineer is hereby designated as the project engineer for this improvement and shall prepare plans and specifications for the making of such improvement.
5. The City Council declares its official intent to reimburse costs of the project through Special Assessment.

Adopted by the City Council of the City of Richfield, Minnesota this 24th day of January, 2017.

Michael Howard, Mayor Pro Tempore

ATTEST:

Elizabeth VanHoose, City Clerk

63rd St – Between James Ave and Irving Ave



68th St – Between Wentworth Ave and Blaisdell Ave



74th St – Between 5th Ave and Portland Ave



Bloomington Ave – Between 65th St and 66th St



Preliminary Report and
Estimate of Cost
Alley Paving & Appurtenant Work

City of Richfield, Minnesota

I. Type of Work

Concrete alley paving improvements in the City of Richfield, Minnesota.

II. Reason for Improvement

Alleys identified in Item IV are proposed as a paving program for the City of Richfield to provide concrete alley surfacing to benefit abutting properties and traveling public.

Petitions were not received for proposed improvement. In 1986 it was the consensus of the Council to pave all remaining unpaved alleys without submittal of petitions.

III. Date of Preliminary Report

December 6, 2016

IV. Location

<u>Alley between</u>	<u>From</u>	<u>To</u>
1. James Ave. and Irving Ave.	63rd St.	155' S of 63rd St.
2. Wentworth Ave. and Blaisdell Ave.	68th St.	160' N of 68th St.
3. 5 th Ave. and Portland Ave.	74th St.	210' N of 74th St.
4. 66 th St. and 65 th St.	Bloomington Ave	135' E of Bl. Ave.

V. Feasibility

The alley paving project is feasible and can best be accomplished independent of other on-going city projects.

VI. Property to be assessed

All properties abutting the alleys previously described in Item No. IV.

VII. Estimated Project Cost

<u>11' Wide Concrete Alley</u>	<u>Cost of alleys 1 thru 4</u>
Estimated Construction Cost	\$ 63,850
Administration, Legal, Engineering and interest (35%)	<u>\$ 22,346</u>
Estimated Project Cost	\$ 86,196

VIII. Estimated Project Assessment

Property abutting alleys will be assessed for alley construction at 100% of costs according to the assessment policy established in the City Council Resolution No. 6345.

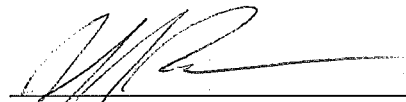
	<u>Alleys 1 thru 5</u>
Total Assessable Alley Frontage	1,246'
Total Project Cost	\$ 86,196
Assessable Cost	\$ 86,196

$\$ 86,196 / 1,246' = \$69.18 / \text{assessable foot}$

Typical Assessment for 50' lot = \$3,459.00

Typical Assessment for 75' lot = \$5,188.50

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.



Jeff Pearson
Reg. No. 45087

Date: 12/6/16

CITY OF RICHFIELD
Meeting Notice

You are invited to attend a formal meeting to discuss a proposed concrete alley paving project for 2017. The City Council has directed staff to move forward with a 2017 Alley Paving Project to complete the paving on all unpaved alleys in Richfield. It has been City policy to assess the adjacent property owners for the cost of the alley paving.

The estimated project assessment is \$69.18 / assessable foot of property. The typical assessment for a 50' lot = \$3,459 and for a 75' lot = \$5,188.50.

REGARDING: **2017 Alley Paving Project and Project Assessments**

WHEN: **Wednesday, January 11, 2017**
 4:30 to 6:00 p.m.

WHERE: **Wood Lake Nature Center Conference Room**
 735 Lake Shore Drive
 Richfield, MN 55423

QUESTIONS: **Contact the City's Engineering Department**
 612-861-9791

AUXILIARY AIDS FOR INDIVIDUALS WITH DISABILITIES ARE AVAILABLE UPON REQUEST. REQUESTS MUST BE MADE AT LEAST 96 HOURS IN ADVANCE TO THE CITY CLERK AT 612-861-9738.

CITY OF RICHFIELD
Meeting Notice

You are invited to attend a formal meeting to discuss a proposed concrete alley paving project for 2017. The City Council has directed staff to move forward with a 2017 Alley Paving Project to complete the paving on all unpaved alleys in Richfield. It has been City policy to assess the adjacent property owners for the cost of the alley paving.

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REGARDING: **2017 Alley Paving Project and Project Assessments**

WHEN: **Wednesday, January 11, 2017**
 4:30 to 6:00 p.m.

WHERE: **Wood Lake Nature Center Conference Room**
 735 Lake Shore Drive
 Richfield, MN 55423

QUESTIONS: **Contact the City's Engineering Department**
 612-861-9791

AUXILIARY AIDS FOR INDIVIDUALS WITH DISABILITIES ARE AVAILABLE UPON REQUEST. REQUESTS MUST BE MADE AT LEAST 96 HOURS IN ADVANCE TO THE CITY CLERK AT 612-861-9738.



**6700 Portland Avenue South
Richfield, MN 55423**

Current Owner
Address
Richfield, MN 55423



**6700 Portland Avenue South
Richfield, MN 55423**

Current Owner
Address
Richfield, MN 55423



Public Works Department

January 11, 2016

MAYOR
Pro Tempore
MICHAEL HOWARD

CITY COUNCIL
PAT ELLIOTT
EDWINA GARCIA
MICHAEL HOWARD
MARIA
REGAN GONZALEZ

CITY MANAGER
STEVEN DEVICH

Current Owner
7341 5th Ave S
Richfield, MN 55423

RE: January 24, 2017 – Public Hearing – 2017 Alley Paving Project
Subject Address: 6300 Irving Ave S, Richfield, MN 55423

Dear Richfield Resident,

You are invited to attend a public hearing to give comment regarding the proposed 2017 Alley Paving Project that includes paving of your alley and subsequent assessments. **The public hearing will be held as part of the regular City Council meeting on January 24, 2017, beginning at 7:00 p.m.**

Enclosed in this mailing are the following items for your information:

- Legal Notice for the January 24, 2017 Public Hearing
- Comment card to issue written comments if you cannot attend the Public Hearing
- Information sheet with specific details about the project schedule and assessments

For additional information feel free to contact me at (612) 861-9791.

Sincerely,

Jeff Pearson
City Engineer

CITY OF RICHFIELD

Public Hearing Notice

REGARDING: Concrete alley paving improvements in the City of Richfield (2017 Alley Paving Project). Unpaved alleys in Richfield are proposed as a paving program for the City to provide concrete alley surfacing to benefit abutting properties and the traveling public. Property abutting alleys will be assessed for alley construction according to the assessment policy established in the City Council Resolution No. 6345.

WHEN: Tuesday, January 24, 2017 at 7:00 p.m. The public hearing will be held as part of the regular City Council meeting.

WHERE: Richfield City Council Chambers, 6700 Portland Avenue, Richfield, MN 55423

SUBJECT ADDRESS: 7333 5th Ave S, 7337 5th Ave S, 7341 5th Ave S, 7345 5th Ave S, 1524 66th St E, 1528 66th St E, 1532 66th St E, 6736 Blaisdell Ave S, 6740 Blaisdell Ave S, 6744 Blaisdell Ave S, 6533 Bloomington Ave S, 6300 Irving Ave S, 6306 Irving Ave S, 6310 Irving Ave S, 6301 James Ave S, 6309 James Ave S, 6315 James Ave S, 7332 Portland Ave, 7336 Portland Ave, 7340 Portland Ave, 7344 Portland Ave, 6745 Wentworth Ave S, 6741 Wentworth Ave S, 6737 Wentworth Ave S

LEGAL DESCRIPTION: Contact the Engineering Office at 612-861-9791 for a complete legal description.

QUESTIONS: Contact Jeff Pearson, City Engineer 612-861-9791

HOW TO COMMENT: Attend the hearing and you will be heard or submit written comments to Jeff Pearson, City Engineer, 6700 Portland Avenue, Richfield, MN 55423. All written comments must be submitted prior to January 17, 2017 to be considered part of the public hearing record.

ELIZABETH VANHOOSE
City Clerk

AUXILIARY AIDS FOR INDIVIDUALS WITH DISABILITIES ARE AVAILABLE UPON REQUEST. REQUESTS MUST BE MADE AT LEAST 96 HOURS IN ADVANCE TO THE CITY CLERK AT 612-861-9738.

Publish: Richfield Sun Current on January 12, 2017 and January 19, 2017



Public Works Department

INFORMATION SHEET 2017 ALLEY PAVING PROJECT

MAYOR
DEBBIE GOETTEL

CITY COUNCIL
PAT ELLIOTT
TOM FITZHENRY
EDWINA GARCIA
MICHAEL HOWARD

CITY MANAGER
STEVEN DEVICH

Project Schedule

January 24, 2017

Public Hearing for Ordering the Project
7:00 p.m. – City Council Chambers

March/April 2017

Advertise for Bids

Summer 2017

Alley Paving Project Completed

Fall 2017

Assessment Hearing

Property Assessments

It has been the City's policy to assess the adjacent property owners for the cost of the alley paving.

Total Project Cost - \$86,196 (estimated)

Assessable Portion - \$86,196

Typical assessment for 40' lot = \$2,767.20

Typical assessment for 60' lot = \$4,150.80

Total Assessable Alley Frontage = 1,246 feet

$\$86,196 / 1,246' = \69.18 / assessable foot

Typical assessment for 50' lot = \$3,459.00

Assessment Options (based on estimated cost of project)

1. Prepay assessment in full within 30 days after the City Council adopts the assessment role in fall 2017.
2. 7 year assessment on property taxes + interest (3%):
 - 40' lot = \$395 / year + interest
 - 50' lot = \$494 / year + interest
 - 60' lot = \$593 / year + interest



STAFF REPORT NO. 14
CITY COUNCIL MEETING
1/24/2017

REPORT PREPARED BY: Jared Voto, Executive Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Steven L. Devich
1/19/2017

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich
1/19/2017

ITEM FOR COUNCIL CONSIDERATION:

Consideration of the appointments to City advisory commissions.

EXECUTIVE SUMMARY:

Several terms of City advisory commission members expire on January 31, 2017. In addition, there are mid-term vacancies due to resignations that should be filled. Advisory commission terms are for three years and they are staggered.

The City Council directs the City Manager's office to conduct an annual recruitment seeking applicants to fill the vacancies. This recruitment includes an item in the Richfield Sun-Current and information on the City's website. Applicants were interviewed at two Special City Council meetings held on January 17 and January 21, 2017.

To ensure a quorum at future advisory commission meetings, the City Council should make advisory commission appointments at the January 24, 2017 City Council meeting.

RECOMMENDED ACTION:

By Motion: Appoint persons to fill the expiring or vacant terms on City advisory commissions.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

- This information is contained in the Executive Summary.

B. POLICIES (resolutions, ordinances, regulations, statutes, etc):

- City advisory commissions were established by City ordinance or resolution.

C. CRITICAL TIMING ISSUES:

- Several terms of City advisory commission members expire on January 31, 2017.
- To ensure a quorum at future advisory commission meetings, the City Council should make appointments at the January 24, 2017 City Council meeting.

D. FINANCIAL IMPACT:

- N/A

E. LEGAL CONSIDERATION:

- The January 17 and January 21, 2017 Special City Council meetings were posted in accordance with the open meeting law requirements.

ALTERNATIVE RECOMMENDATION(S):

- The City Council may choose to defer the appointments to a future City Council meeting.

PRINCIPAL PARTIES EXPECTED AT MEETING:

None

ATTACHMENTS:

Description	Type
□ 2017 Vacancy List	Backup Material

ADULT COMMISSION VACANCIES

	<u>Term Expires</u>
ADVISORY BOARD OF HEALTH	
_____	January 31, 2018
_____	January 31, 2020
ARTS COMMISSION	
_____	January 31, 2020
_____	January 31, 2020
CIVIL SERVICE COMMISSION	
_____	January 31, 2020
COMMUNITY SERVICES COMMISSION	
_____	January 31, 2020
_____	January 31, 2020
_____	January 31, 2020
FRIENDSHIP CITY COMMISSION	
_____	January 31, 2020
_____	January 31, 2020
HUMAN RIGHTS COMMISSION	
_____	January 31, 2020
_____	January 31, 2020
_____	January 31, 2020
PLANNING COMMISSION	
_____	January 31, 2020
_____	January 31, 2020
TRANSPORTATION COMMISSION	
_____	January 31, 2020
_____	January 31, 2020
_____	January 31, 2020

YOUTH COMMISSION VACANCIES

	<u>Term Expires</u>
HUMAN RIGHTS COMMISSION	_____ August 31, 2017
TRANSPORTATION COMMISSION	_____ August 31, 2017